



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

26 October 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 01-03

1. This CIL contains information on the following subjects:

a. Electronic Requests for Army Civilian Career Evaluation System (ACCES) Referral Lists

b. Latest Acquisition Tuition Assistance Program (ATAP) Policy

c. Contractors Attending Defense Acquisition University (DAU) Courses

2. Electronic Requests for Army Civilian Career Evaluation System (ACCES) Referral Lists. Reference memo, 26 September 2000, SAB (encl 1). Effective immediately, all requests for career referrals are to be submitted using the newly automated referral list request form. The form can be accessed through CPOL at <http://cpol.army.mil>. This electronic system should speed up the career referral process.

3. Latest Acquisition Tuition Assistance Program (ATAP) Policy. ATAP has now been extended until 30 September 2005. The latest detailed policy is provided at enclosure 2. As resources permit, educational-related expenses outlined below will be funded:

a. Funding for a Master's degree is limited to \$1,700.00 per course. Funding required above this limit is the responsibility of the ATAP participant.

b. Funding for a Bachelor's degree is limited to \$1,000.00 per course. Funding required above this limit is the responsibility of the ATAP participant.

c. Funding for books is limited to \$100.00 per course.

d. Lab fees and technology fees required for course completion will be covered in full.

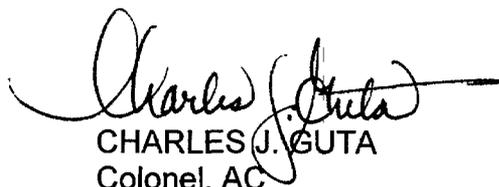
e. Registration fees, parking costs, travel expenses and all other expenses not listed above are not funded by ATAP. These expenses are the responsibility of the ATAP participant.

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For additional information, please contact Clyde Thomas at DSN 367-6372.

4. Contractors Attending Defense Acquisition University (DAU) Courses. The DAU allows contractors to attend courses. Applications must be submitted by way of the ATRRS Internet Training Application System (AITAS). After selecting "Prepare Application", they must select "Non-Acquisition Workforce (Command Funding Required)", then proceed as instructed. Contractors are required to pay their own expenses and will be given a Number 4 Priority which means they are generally far down on the list for classes. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.

2 Encls
as



CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

September 26, 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Requests for Army Civilian Career Evaluation System
(ACCES) Referral Lists

As many of you are aware, Easy ACCES is undergoing a major review to assess necessary system changes that will provide a more effective, timely, and modernized referral system. System enhancements have been ongoing for some time, including the capability to electronically submit requests for career referrals.

The electronic capability for submitting career referral requests to the Central Program Operations Division, Career Management Operations Branch, has been available since June 16, 2000. To date, use of the new enhancement has been sparingly, at best. As we continue to broaden electronic applications, it is imperative that these capabilities are being appropriately utilized. Effective this date, all requests for career referral should be submitted using the newly automated referral list request form.

Using the electronic format will expedite the referral process significantly. The Easy ACCES Automated Request for Referral can be accessed through the CPOL website at <http://cpol.army.mil>. Should you have questions regarding the process, please contact Ms. Terry Quander of my staff at (703) 325-9293, DSN 221-9293, e-mail terry.quander@asamra.hoffman.army.mil.

David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

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OFFICE, SECRETARY OF THE ARMY

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U.S. ARMY, EUROPE, AND SEVENTH ARMY
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U.S. ARMY TRAINING AND DOCTRINE COMMAND

**DEPARTMENT OF THE ARMY
ACQUISITION TUITION ASSISTANCE PROGRAM
POLICY**

1. REFERENCES

- a. Public Law 101-510, National Defense Authorization Act for Fiscal Year 1991, "Title XII Defense Acquisition Workforce Improvement Act", November 5, 1990.
- b. DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program", October 25, 1991.
- c. DoD 5000.52M, "Career Development Program for Acquisition Personnel", November 25, 1991, authorized by DoD Directive 5000.52, October 25, 1991.
- d. DoD Directive 5000.57, "Defense Acquisition Workforce", October 22, 1991.
- e. DoD Instruction 5000.58, "Defense Acquisition Workforce", January 14, 1992.
- f. DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Position", November 1, 1991.
- g. Title 5, Chapter 41, United States Code.
- h. Defense Acquisition University Catalog, (Current issue).
- i. DA Regulation 690-400, Chapter 410, Training.
- j. Part 410 of Title 5, Code of Federal Regulations.
- k. Federal Personnel Manual Bulletin 410-132, May 28, 1992.

2. BACKGROUND:

Title XII of Public Law 101-510, "National Defense Authorization Act for FY 1991, Defense Acquisition Workforce Improvement Act (DAWIA), November 5, 1990, amended the training law, 5 U.S.C., chapter 41, by providing in 5 U.S.C., chapter 4107 and part 410 of title 5 code of Federal Regulations, provisions whereby agencies may authorize training leading to an academic degree in occupations of anticipated shortage of qualified personnel. DAWIA states a shortage will exist in acquisition personnel

throughout the Department of Defense (DoD) until September 30, 2001. House Authorization Bill, Section 1103 – Continuation of Tuition Reimbursement and Training for certain acquisition personnel amends section 1745 of title 10, United States Code, to extend the “shortage of personnel” designation for qualified civilian acquisition personnel of the Department of Defense until September 30, 2005. These policies and procedures implement the Acquisition Tuition Assistance Program (ATAP) within the Department of the Army (DA).

3. APPLICABILITY:

a. The ATAP is available for civilian AAW members who wish to complete a baccalaureate degree or fulfill the business hour requirement cited in reference a above. ATAP may be used to complete either 24 semester credit hours (or equivalent) from among the following disciplines: accounting, business finance, law, contracts, quantitative methods, and organization and management; or 24 semester credit hours (or equivalent) in the member’s career field and 12 semester hours in the disciplines cited above. ATAP is also available for civilian AAC and CE members interested in pursuing graduate study in a business, scientific or technical specialty, as cited in reference (a) and outlined in DoD Directive 5000.52M. ATAP is not authorized for education beyond the masters degree level. ATAP funding may only be used for study at accredited colleges or universities within the members’ local commuting area. Classes outside the local commuting area must be approved by the Deputy Director Acquisition Career Management (DDACM). Classes will be taken during non-duty hours, unless the organization approves class attendance during duty hours.

b. To be eligible for ATAP funding benefits, an applicant must currently be a member of the AAW/AAC. If the applicant is NOT currently occupying an acquisition position (even if a previous AAW/AAC member), they are not entitled to ATAP training benefits. If the ATAP participant was previously approved for ATAP funding and subsequently moves to a non-acquisition billet, or the encumbered billet is changed to non-acquisition, the ATAP student is no longer eligible for ATAP funding.

4. RESPONSIBILITIES

a. **Deputy Director of Acquisition Career Management (DDACM):** The DDACM has oversight and control of the ATAP Policy and Procedures. The DDACM may delegate the responsibility for developing and implementing the policy and procedures to the Director, Acquisition Career Management Office (ACMO).

b. **Acquisition Career Management Office (ACMO):**

(1) Is responsible for the development and management of the programs that provide for the education, training and career progression of AAC and AAW members.

- (2) Develops and issues the ATAP policy and procedures.
- (3) Provides oversight of the ATAP.
- (4) Serves as the final approval authority for employees accepted to participate in the program.

c. National Capital Region Customer Support Office

- (1) Implement ATAP for the Army Acquisition Workforce.
- (2) Ensure widest dissemination of information on ATAP announcements/information to the AAC and AAW members.
- (3) Provide customer assistance on all aspects of ATAP.
- (4) Review application packages for requirements and completeness and provide each applicant with a letter of acceptance/non-acceptance.
- (5) Return incomplete application packages with an explanation of what is required.
- (6) Provide periodic reports to the ACMO as required.
- (7) Track the progress of each ATAP student in the CAPP MIS database.

d. Acquisition Career Managers

- (1) Provide customer assistance on all aspects of ATAP.
- (2) Ensure widest dissemination of information on ATAP information.

e. Army Acquisition Executive Support Agency (AAESA):

- (1) Maintain funding status for the entire ATAP and provide the ACMO with periodic reports on funding levels.
- (2) Provide the funding information associated with each ATAP Participant as required by the ACMO.
- (3) Process each ATAP funding document.

f. Acquisition Tuition Assistance Program Participants:

- (1) Apply for admission to nationally or regionally accredited schools.
- (2) Submit applications and supporting documentation as outlined in ATAP announcements/information on the DACM Web-site [http://www.dacm.sarda.army.mil/career development](http://www.dacm.sarda.army.mil/career%20development).
- (3) Exhaust entitlements under other federal programs, such as veterans' educational benefits, prior to applying for tuition assistance under the ATAP.
- (4) Attain a grade of at least a "B" in graduate courses and "C" in undergraduate courses.
- (5) Provide final course grades to the Acquisition Career Manager within 30 days of course completion. Failure to provide grade information may result in loss of future funding or removal from the program.
- (6) Follow reimbursement procedures, as outlined in USC, Title 5, 4101-4118, to reimburse the government for classes with an incomplete grade, withdrawal, or grade below "B" in graduate courses and "C" in undergraduate courses. All reimbursements for ATAP will be completed through AAESA.
- (7) Ensure that first line supervisors are made aware of academic or any other problems which might interfere with success in the educational process.
- (8) Select courses from among approved program of study. When planned courses are canceled, conflict with other courses or are unavailable, provide appropriate substitutes to the NCR Customer Support Office.
- (9) Notify the NCR Customer Support Office immediately when a change in employment no longer qualifies you for program participation.

g. Organization:

- (1) Be aware of the individual's application for ATAP and ensure it has been included and approved on the Individual Development Plan (IDP).
- (2) Ensure the individual is available for school and not encumbered by excessive overtime or travel.
- (3) Reimburse tuition and other funding provided if substantial travel, duties or other training prohibit the student from successful completion of classes.

8. PROGRAM REQUIREMENTS:

a. Programs of study. The ATAP program will support the following educational pursuits: 12/24 semester hours of business required for AAC or CE membership; an undergraduate degree for the workforce; or an undergraduate or graduate degree for those workforce members that are either Corps Eligible or AAC members. All degrees should follow the disciplines that underpin the functions of the Army Acquisition Corps.

b. Learning Institutions. ATAP funding will support educational pursuits through all schools and programs of study which are nationally or regionally accredited.

c. Academic Standards. Program participants must complete all courses with at least a grade of "B" in graduate courses and at least a "C" in undergraduate courses. Course withdrawal from an ATAP funded course may result in the employee being required to reimburse the government for all costs incurred with that particular course and subsequent removal from ATAP.

d. Non-Traditional modes of learning . ATAP will fund non-traditional modes of learning (courses via television, satellite and online) when the courses are included in the program of study and are part of the school's alternate modes of training.

e. CLEP/DANTES Tests. ATAP funding will be provided for CLEP/DANTES testing, but a non-passing grade on any test will require reimbursement by the individual.

f. Electives. Electives required as part of a degree must underpin the functions of the Army Acquisition Corps. Electives that do not meet this requirement will not be funded by ATAP.

g. Payback. Payback of time for the ATAP opportunity is as stipulated on the DD Form 1556. The length of payback is three times the length of the training period. (Please see Section E – Trainee Agreement/Certification of DD Form 1556 for additional information).

9. FINANCIAL MANAGEMENT

a. Funding for the ATAP will be centrally managed for AAC and AAW employees. As resources permit, educational-related expenses outlined below will be funded:

(1) Funding for a Master's degree is limited to \$1,700.00 per course. Funding required above this limit is the responsibility of the ATAP participant.

(2) Funding for a Bachelor's degree is limited to \$1,000.00 per course.

Funding required above this limit is the responsibility of the ATAP participant.

(3) Funding for books is limited to \$100.00 per course.

(4) Lab fees and technology fees required for course completion will be covered in full.

b. Registration fees, parking costs, travel expenses and all other expenses not listed in 9a above are not funded by ATAP. These expenses are the responsibility of the ATAP participant.

11. Effective Date, Expiration Date and Implementation: This policy is effective immediately and supersedes all previous ATAP policies. This policy expires effective September 30, 2005. The DDACM may issue procedures as necessary to implement this directive.

ROGER L. CARTER
COL, GS
Acting Deputy Director
Acquisition Career Management